

Promoting Safe & Stable Families Program

Community Needs Assessment Guidelines & Funding Application for SFY 2015

<http://www.dss.virginia.gov/family/pssf.cgi>

*Part of Virginia's Five Year
Child and Family Services Plan (CFSP) for 2015-2019*

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Assessments and Applications Due Date
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VIRGINIA DEPARTMENT OF SOCIAL SERVICES**Promoting Safe & Stable Families Program**

Community Needs Assessment Guidelines
&
Funding Application

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SECTION 1 – PROGRAM BACKGROUND & REQUIREMENTS

Goals

The primary goals of the Promoting Safe and Stable Families (PSSF) program are to prevent the unnecessary separation of children from their families, improve the quality of care and services to children and their families, and ensure permanency for children by reuniting them with their parents, or through adoption or by another permanent living arrangement.

Overview

PSSF is authorized under Title IV-B, Subpart II of the Social Security Act, as amended, and is codified at SEC. 430 through 435 [42 U.S.C. 629a through 629e]. The PSSF program was initially created in 1993 as the Family Preservation and Support Services Program, geared toward community-based family preservation and support. In 1997, the program was reauthorized under the Adoption and Safe Families Act (AFSA) and renamed the PSSF Program. The 1997 legislation required the provision of two additional services which are time-limited reunification services, and supportive adoption services.

The services provided through the program, are child-centered, family-focused, and community-based. The citizens of Virginia communities receiving funding determine how best to utilize those funds on behalf of the children and families in their respective communities. Receipt of the funding is based upon approval by the Virginia Department of Social Services (VDSS) of individual community plans that have been developed from comprehensive community-based needs assessments. The community's plan must be developed by a work group consisting of public and private agencies, advocacy organizations, consumers and providers of services, prevention specialists and concerned individuals.

Service Types

PSSF funds must be used for four broad types of funding:

- **Family Support Services**, which are primarily community-based preventive activities designed to promote the safety and well-being of children and families; promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children; enable families to use other resources and opportunities available in the community; create supportive networks to enhance child-rearing abilities of parents and help compensate for the increased social isolation and vulnerability of families; and strengthen parental relationships and promote healthy marriages. Public Law 112-34 amended the definition to include mentoring programs.
- **Family preservation services**, which are designed to help families (including birth, foster, adoptive, and extended families) alleviate crises; maintain the safety of children in their own homes; support families who are preparing to reunify or adopt, and assist families to obtain support to address their multiple needs in a culturally sensitive manner. The definition also allows grantees to support infant safe haven programs.
- **Time-limited reunification services**, which are provided to a child who is removed from home and placed in a foster care setting and to the parents or primary caregiver. These services are available only for 15 months from the date the child enters foster care. Time-

limited reunification services facilitate the safe and timely reunification of the child with the family. Grantees may use funds for counseling; substance abuse treatment services; mental health services; temporary child care; and therapeutic services for families, including crisis nurseries; and transportation to services. In addition, P.L. 112-34 authorized grantees to use funds for peer-to-peer mentoring and support groups for parents and primary caregivers, and for services and activities to facilitate access to and visitation of children in foster care by parents and siblings.

- **Adoption promotion and support services**, which are designed to encourage more adoptions of children out of the foster care system when adoptions are in the best interests of the children. They include pre- and post-adoption services designed to expedite the adoption process and support adoptive families.

Program Requirements

Federal guidance [CFDA 93.556] sets a minimum of 20 percent of program PSSF funds be spent on Time-Limited Reunification services, 20 percent on Family Preservation, 20 percent on Family Support and 20 percent on Adoption unless a waiver is granted by ACF. Therefore, the locality must have an especially strong rationale if the percentage provided is below 20 percent for any one of the service categories stated above with the exception of Adoption. Adoption is exempt because funds are allocated to adoption programs at the home office level. As a result, localities are not required to budget 20 percent of these funds for adoption.

Federal policy limits state spending in Staff and Operations, previously called Administrative Costs to 10 percent and includes Direct (staff) and Indirect (operations) costs. Direct costs are captured in Random Moment sampling (RMS). VDSS limits Indirect Costs for localities to eight (8%) of the total program budget. These costs are explained in the Budget and Program Definitions sections. Federal funds for Title IV-B, Subpart II programs cannot be used to supplant Federal or non-Federal funds for existing services and activities.

SECTION 2 – PURPOSE OF COMMUNITY NEEDS ASSESSMENT AND PLAN

To receive federal funds for children and family services, States must submit to the U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF) a plan that covers five years. On June 30, 2014, Virginia will complete the current Child and Family Services Plan (CFSP). A new five-year plan must be submitted in 2014 for the next plan period beginning in SFY 2015. This jointly planned document describes the publicly-funded State child and family services continuum. The PSSF section of the State's plan is supported by the community assessments done by each of the participating localities. Therefore, a completely new assessment will be required of each locality by March 7, 2014 in order for the State to complete its plan to begin a new five-year plan cycle for 2015 - 2019. The new state CFSP five-year plan will have to be submitted by VDSS to HHS by June 30, 2014 for the new plan period.

This document includes the following:

- Suggestion on how to begin the planning process;
- Instructions for completing the Community Needs Assessment and Funding Application;
- A template to guide localities in developing and preparing the Community Needs Assessment;
- PSSF definitions and forms; and
- The PSSF application for SFY 2015 funding (the first year of the five year plan cycle).

The Community Needs Assessment is the process by which a community systematically collects information about its needs, resources, and the multiple systems serving children and families, and then prioritizes the needs and assigns resources to the extent they are available to meet those needs. A community assessment may also establish a system to track the effectiveness of services delivered to improve outcomes for children and families in order to meet ever-changing community needs.

Following the Community Needs Assessment template developed by the Virginia Department of Social Services (VDSS) assures that the parts expected to be found in the needs assessments will be consistent and appear in the same place in each locality's application. It is also designed to control the length of the document. Each Community Needs Assessment must include the following items:

- **Cover Sheet**
- **Table of Contents**
- **Inventory of Community Services, Needs and Gaps**
- **Narrative**
- **Community Plan Summary**

Instructions for Submission:

- Use Times New Roman font size (12),
- Single space between sentences and double space between paragraphs,
- Bold the major headings in the assessment,
- If an existing Needs Assessment (completed in 2011, 2012, or 2013) will be submitted, identify the report and use the data to complete **the Community Needs Assessment Narrative template** (beginning on page 9) and include answers to all questions associated with the template.
- Submission should be no longer than 20 pages. This page limit does not include the forms. Please complete the forms separately and attach them at the beginning of the assessment.
- Number all the Narrative pages.

SECTION 3 – GETTING STARTED

Step 1 - Convene a Steering Committee

The first step in the planning process involves the Community Policy and Management Team (CPMT), or its designee, convening a steering committee of public and private agencies, consumers and providers of prevention services, advocacy organizations, housing authorities, and concerned parents and other individuals to examine the community assessment process, the available funding and determine whether to make a commitment to develop and submit a plan for **Fiscal Year 2015**. Once that has been decided, the CPMT should determine which course of action to take to ensure that VDSS receives a new comprehensive assessment and plan by **March 7, 2014**.

Step 2 - Select a Chair

This is a community decision. Because of its experience in community-based planning and service delivery, communication and information sharing is focused on the Community Policy and Management Team (CPMT) in each community, and it would be entirely logical to have the current Chair of the CPMT convene the initial meeting of the work group and spend some time sharing the goals, objectives, and vision of the federal PSSF program with the members. This is not, however, mandatory. It may be appropriate or desirable in your community to select some other person or party to chair the meetings from the onset.

Step 3 - Establish a Work Group to Include Parents and Consumers

Some possible strategies for involving parents/consumers include, but are not limited to:

- Provide a special orientation and training for caregivers/consumers involved in the process.
- Work with community partnerships, faith-based programs, private nonprofit agencies, and schools to tap into informal networks such as parent support groups, neighborhood family resource centers, and home visiting programs.
- Work with family preservation, family reunification, prevention, and early intervention programs to identify and involve families who have benefited from these services.
- Set meeting times and locations that are convenient to parents who might not be available during the regular work day.
- Conduct focus groups with parents and consumers to ensure voices are heard.
- Design and conduct surveys to ensure broader community inclusion.

Step 4 – Review & Collect Data

A number of communities within the Commonwealth complete some type of community assessment for various purposes. Two examples are:

Richmond Promise Neighborhood Community Needs Assessment

<http://rvapromise.org/wp-content/uploads/2013/01/Community-Needs-Assessment-1126.pdf>

Greater Prince William Community Needs Assessment

http://www.pwchs.org/Docs/2011_greater_prince_william_report.pdf

The accompanying assessment and planning guidelines are designed to be flexible and allow localities to avoid “re-inventing the wheel.”

Localities should be able to utilize the data and information gathered in recent reports as well as the data located in the PSSF Eight Variables (located at <http://www.dss.virginia.gov/family/pssf.cgi>) to address the issues and questions requested for the PSSF process. There is no efficiency in duplicating effort or over utilizing the scarce resources of time, money, and staff. If an existing Needs Assessment (completed in 2011, 2012, or 2013) will be submitted, identify the report and use the data to complete **the Community Needs Assessment Narrative template** (beginning on page 9) and include answers to all questions associated with the template.

Step 5 - Develop the Written Assessment and Plan

The rest of this document provides specific instructions and a template for completing the community needs assessment and the first year application.

Contact the following VDSS staff for technical assistance:

Patrick Plourde PSSF Program Consultant	patrick.plourde@dss.virginia.gov	804.726.7577
Em Parente Prevention Program Manager	em.parente@dss.virginia.gov	804.726.7538

SECTION 4 – ESTIMATED LOCALITY FUNDING

For planning purposes, VDSS Office of Research staff, has updated the funding formula variables using data available September 2013 and by using a minimum base amount of \$18,000 per agency with a northern Virginia base of \$26,000. The total funds available for the state are estimated to be \$5,104,620. To meet the base amounts and stay within the estimated available funds the allocations for some agencies were reduced from what was calculated by strictly applying the formula. The maximum percent reduction was about 10.1 percent.

Variables Used to Determine Locality Funding

1. Population estimates ages 0-17 (VDH 2011)
2. Poverty estimates ages 0-17 (Census Bureau, SAIPE 2011)
3. Number of valid CPS complaints reported by VDSS (Apr 2012 – Mar 2013)
4. Number of unduplicated children served reported by CSA (SFY 2012)
5. Intake complaints for ages 0-17 reported by VDJJ (SFY 2012)
6. Number of foster care children with a goal of return home reported by VDSS (July 1, 2013)
7. Number of adult and children substance abuse consumers reported by VDBHDS (SFY 2012)
8. Number of children receiving special education services as reported by VDOE (Dec 2012)

To locate the PSSF Estimated Allocation Plan and the PSSF Eight Variables go to <http://www.dss.virginia.gov/family/pssf.cgi>.

SECTION 5 – PREPARING & SUBMITTING DOCUMENTS

The Community Needs Assessment consists of Forms 1, 2, 3, the Narrative and a Table of Contents. Forms 4, 5 & 6 are part of the application. Form 7 is the form VDSS PSSF staff will utilize to evaluate each community needs assessment and application submitted.

- Form 1: Community Needs Assessment Cover Sheet
- Form 2: Title IV-B Child and Family Services Plan: Assurances
- Form 3: Inventory of Community Services, Needs & Gaps¹
- Form 4: Community Plan Summary
- Form 5: Budget Summary
- Form 6: Detailed Budget
- Form 7: Evaluation Criteria

The “Community Needs Assessment & Application for Funding” should be submitted electronically to patrick.plourde@dss.virginia.gov. Forms requiring signatures should be scanned and e-mailed. Include all documents in the same e-mail if possible. If this is not possible, please mail the documents in an envelope or package, sealed and identified as follows:

FROM:

Locality

Street Address/P.O. Box

City, State and Zip Code

TO:

Virginia Department of Social Services
Division of Family Services/Prevention Unit 11th Floor
Attention: Patrick Plourde, PSSF Program Consultant
801 E. Main Street
Richmond, Virginia 23219-2901

Cover Sheet

Complete the Cover Sheet in its entirety. Localities must include the data for each of the eight PSSF funding formula variables. The “PSSF Eight Variables” document is located at <http://www.dss.virginia.gov/family/pssf.cgi>. This is a critical inclusion and the data must be placed on the Cover Sheet as it appears in the spreadsheet. The data was obtained for each jurisdiction by the VDSS Office Research and Planning from the same data sources and from the same point-in-time to lessen the difficulty of interpreting and applying the formula equally across localities. Inclusion of the data from the VDSS spread sheet indicates that the community has reviewed these numbers and accepts them as accurate.

¹ This inventory also includes an addendum with service definitions to assist in obtaining information requested by VDSS Child Protective Services. For the purpose of this survey, the current PSSF Service Array has been expanded to include additional services for the CBCAP inventory. *These additional services for the CBCAP inventory are in italic.*

Community Needs Assessment Narrative Template

Narrative

In this section, localities should make the case that the community planning team has a well-designed program plan with a clear justification for the requested funds. Please stay within the specified paragraph and page limits requested and pay close attention to each question.

[Use bold and uppercase letters to highlight each heading in the narrative as illustrated. Define all acronyms the first time they are used to reference non-PSSF programs and sources.]

A. Executive Summary

Provide a concise overview of the proposed program that summarizes the purpose, need, planned service activities to address the need, anticipated outcomes, and how these outcomes will be measured.

- Provide a brief description of the targeted area (*e.g., county, city, township, combined jurisdictions, municipal area, rural area, etc.*).
- Define the target population.
- Reference the data listed for each of the eight funding formula variables found in the spreadsheet and its relationship to the target population.
- If the group identifies community problems in addition to those comprising the eight variables, discuss and present the findings leading to this planned program focus.
- Identify the service providers, community partners, and other community stakeholders involved in managing the local program.
- Discuss the findings of the group that lead to identifying the problem that the funding will address.
- Include the date of the community needs assessment and provide a brief review of the process.

[This section may consist of one to two paragraphs.]

B. Summary of Accomplishments and Outcomes

If the locality currently receives PSSF funds, provide a clear description of the accomplishments, outputs, and outcomes achieved to date in relation to the performance measures articulated in the grant that covers the current five-year cycle.

[This section may consist of one to four paragraphs.]

C. Program Design

The following items include elements that will contribute to an applicant's successful response to the program criteria.

[This is the foundation of the needs assessment. The program design section should be thorough and not exceed 15 pages.]

1. Rationale and Approach

a) Compelling Community Need:

- Describe the compelling community need that will be addressed within the target community. How was the need identified and where is it documented?
- Discuss the community stakeholders' review of available data used to familiarize them with issues associated with the problem.
- List specific facts that helped to shed more light on the local problem.

- **If the program will operate at multiple sites**, demonstrate a compelling need in each proposed community to be served.

b) Analysis of the Target Population(s):

- Discuss the stakeholder's review of statistics received from VDSS and other data sources that track information about children and families (Complete the Cover Sheet).
- Present the stakeholder's interpretation of the statistics, surveys, and focus group discussions and other information gathering techniques used to learn more about the needs of children and families eligible to receive PSSF services. Establish priorities and strategies for new or expanded services, based on the assessment of community needs and service capacity and the state's policy and outcome goals (i.e., VDSS Progress to Excellence Reports located at http://spark.dss.virginia.gov/divisions/dfs/generic_reports/).

c) Measurable Outputs and Outcomes:

- Describe the measurable outputs and outcomes that are expected to be achieved as a result of the planned activities. Some examples are included in Appendix II-C to assist in developing concise and measurable outputs and outcome statements.
[This section may consist of one to two paragraphs.]

d) Plan for Self-Assessment and Improvement:

- How will the community planning team and program staff track and evaluate the progress toward meeting and achieving the performance measures?
- What are the plans for continuous program improvement? How will the team and staff identify strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to families, service sites, and community partners?

[This section may consist of one to two paragraphs.]

e) Community Involvement:

- Describe how the target community was involved (or target communities) in identifying the needs and activities. Which community partners and stakeholders were involved? What roles did they play, and what were their responsibilities in the planning process?
- Explain the plan for continued engagement of the community partners and stakeholders throughout the five year program period. What will be their ongoing roles and responsibilities?

[This is a critical part of the community plan and should be as detailed as possible, using as few pages feasible.]

f) Community Partners and Key Stakeholders

- Initiator System – The community entity that organized the assessment and planning process.
- Change Agent System – The task force or work group formed to complete the community plan.

- Support System – The community stakeholders, organizations, advocacy groups, families, faith-based organizations, agencies, consultants and key informants.
- Controlling System – Community Policy and Management Team (CPMT), or its designee.
- Target System – Primarily this is the Local Department of Social Services (LDSS), the fiscal agent responsible for receiving the PSSF funding and distributing the funds according to the local plan.

[This information should be in list form as illustrated and include the contact information for each system. The list of community partners and stakeholders is an important component of the evaluation criteria.]

D. Purchase Service/Vendor Organizational Capability

1. Ability to Provide Sound Programmatic and Fiscal Oversight:

- **Note:** *For Local Department of Social Services that will contract with a service provider(s).* Describe the organization's experience in the proposed areas of activity (purchased services).
- Include examples of the contractor's/vendor's prior accomplishments and outcomes.
[This is a critical component of the community plan and should be as detailed as possible, using as few pages as feasible.]

2. Plan for Effective Technical Assistance:

- How does the organization plan to provide or secure any needed financial and programmatic technical assistance for the program, and if applicable, the service sites? What are the plans for providing financial and programmatic orientation, and training and technical assistance to the program and service sites?
- Explain the plan for identifying and responding to programs' and, if applicable, the service sites' ongoing training and technical assistance needs.

[This section may consist of one to two paragraphs.]

E. Purchased Services

If the locality does not plan to contract with specific service providers, please list the services the locality anticipates purchasing and describe the process that will be used to determine the vendors for these services. These should be services identified in the Community Plan Summary which is part of the funding application (form 4).

SECTION 6 – BUDGET PREPARATION

The budget should be based on the locality's new estimated annual allocation. The budget should support the narrative for the programs and services that have been presented. Do not include unexplained amounts for miscellaneous or contingency costs or **unallowable expenses such as dental or medical costs**. Follow the instructions below to prepare the budget. Budget sheets are included in this guide.

1. Summary and Detailed Budget

- The allocations are based on the June 1 – May 31 program funding year.
- The total annual allocation is based on the federal and state share of 84.5% and the local match of 15.5%.
- Please complete the enclosed budget summary in the format provided to accurately show a minimum of **20 percent** of PSSF funds budgeted for Time-Limited Reunification services, **20 percent** for Family Preservation and **20 percent** for Family Support.
- Localities may request a waiver to budget less or more than each year's program budget for time-limited reunification services, or to budget no amount on this service type based on an up-to-date analysis of the locality's foster care population. To request a waiver, submit a letter on agency letterhead with the locality's application for funding prior to the beginning of each fiscal year. Guidelines for submitting a waiver are found on the last page of Appendix II A (page 41).
- All personnel costs associated with direct service delivery and administrative costs incurred by a local department are to be reported in LASER under BL 855, direct services staff.
- Staff and operations costs, previously called Administrative Costs (BL 855) includes Direct and Indirect costs. (**Indirect costs are limited to 8% and include items such as supplies, equipment, etc.**).
- Budget Line 866 is designated for Purchased Services (86601 - Family Support; 86602 – Family Preservation; 86605- Time Limited Family Reunification; and 86606 – Adoption). Purchased Services are services that are not delivered by the local department of social services, but are purchased from a vendor.
- The detailed budget and budget justifications are required and need to be as precise as possible.
- The actual allocations may be different based on the approval of the application and/or changes to Virginia's allocation for FY 2015.

2. Budget Justifications

This information accompanies a detailed budget and describes how the line item costs are determined. This includes calculations and equations used to determine specific costs. This additional information discusses the necessity, reasonableness and allocability of the proposed costs. Some examples are provided on the next page.

Sample of Form 5

Budget Justification Examples:

These are merely examples of how to write a budget justification:

Direct Service Cost (BL855, Local Department of Social Services) – *this budget line should not include any costs charged by vendors.*

Administrative/Direct Costs (Staff)

Cost for a Family Services Specialist to assist with case management services for time-limited family reunification cases (1/2 the time for a FTE @\$39,284 annually)

Administrative/Indirect Costs (Operations) - Limited to 8% of total budget

Project Coordinator will spend 25% time overseeing project operations during the grant. Duties also include data collection, fiscal reporting and annual grant renewals (\$40,000 x 25% = \$10,000).

Cost for LDSS phone and fax expenses (\$100 X 12 = \$1200 annually) based on previous years expenditure trends.

Purchased Services (BL 866, Vendors)

Outreach Worker to provide services to families at risk of impaired parenting (40 hours/wkly X \$11.65/hrly = \$22,368 annually)

Psychological/Parent Assessment (\$600 X 8 assessments per year = \$4800 annually) based on contract agreements

Licensed family therapist to deliver on-site counseling services one day per week at LDSS (\$250 X 30 Sessions = \$7500 annually) based on contract agreements

Transportation cost for parent visits and parent groups (56.5 cents/mile X 200/miles per week, round trip X 12 weeks X 10 families= \$13,560 annually) based on previous years expenditure trends

SECTION 7 - REPORTING & DELIVERY REQUIREMENTS

Importance of Collecting Data

To continue receiving Promoting Safe and Stable Families Funds (PSSF) from the federal government, Virginia's PSSF program must demonstrate success in serving, preserving and strengthening families. Congress and the Virginia General Assembly, as well as the Administration for Children and Families (ACF) demand accountability. Collectively, the Virginia Department of Social Services (VDSS) and local programs must show that we are maximizing the use of limited funds to preserve families, or to help children secure new families when they are unable to return to their birth families. Localities are required to submit **PSSF reports listing the types of services provided number of families and children served and actual outcomes achieved resulting from the use of PSSF funds, based on your locality's PSSF plan.**

Critical Information Requested

There are some essential elements that should be included in the program reports. Primarily, VDSS has taken a more results-oriented approach to achieve safety, permanency and well-being of children. It is important to address whether the PSSF program services prevented foster care placement and child abuse or re-abuse. Also, please discuss local program models and best practices proven to be effective in producing successful program outcomes when completing the Year-End Report.

Counting the Number of Families and Children Served

The report forms are designed to capture the unduplicated number of children and families served under the four service types: Family Preservation, Family Support, Time Limited Reunification and Adoption Promotion. However, VDSS staff recognizes that depending on the case, there may be times when services may fall under more than one service type (e.g., Family Preservation and Time-Limited Reunification). Use the approved Service Codes listed on (***Attachment A***) to ensure the appropriate tracking of services provided. *Some services provided like library resource centers, websites, information and referral services and newsletters do not always provide a means to collect identifiable demographic data. However, local programs providing the services must report information that reflects the number of families and children that received materials or how many visited the website, when including the services in the reports.*

Narrative Sections

Including comments in the narrative sections is strongly encouraged. All information provided will be read to assist in documenting program outcomes and service trends.

Other Pertinent Information

- Programs are required to submit quarterly reports and a year-end report during each of the five fiscal years. Programs will be monitored and evaluated via submission of reports, Locality Automated System for Expenditure Reimbursement (LASER) reports and desk reviews. VDSS reserves the right to make Quality Assurance onsite visits and request additional information as necessary.
- Programs that do not submit the reports by the due dates may be denied continuing funding pending receipt of all required reports.

- The quarterly and year-end program reports have the following projected due dates:

Report Periods	
Report 1 (June - August)	Report 2 (September - November)
Report 3 (December - February)	Report 4 (March - May)
Year-End Report (June-February)	

The reports are due the third week of the month following the three month report period (*i.e.*, *Report 1 is due the third week in September, annually*).

The Year-End Report is due the third week in March, *annually*.

NOTE: The required quarterly and year-end program report forms and instructions will be posted on the VDSS public site (<http://www.dss.virginia.gov/family/pssf.cgi>) prior to the start of SFY 2015.

APPENDIX I: Forms

Form 1: Community Needs Assessment Cover Sheet

Form 2: Title IV-B Child and Family Services Plan: Assurances

Form 3: Inventory of Community Services, Needs & Gaps²

Form 4: Community Plan Summary

Form 5: Budget Summary

Form 6: Detailed Budget

Form 7: Evaluation Criteria

² This inventory also includes an addendum with service definitions to assist in obtaining information requested by VDSS Child Protective Services. For the purpose of this survey, the current PSSF Service Array has been expanded to include additional services for the CBCAP inventory. *These additional services for the CBCAP inventory are in italic.*

Form 1: This form was updated on 1/16/14. The variables' dates were updated.

PSSF Community Needs Assessment Cover Sheet

Please retain a copy for the local agency's records and attach the original to the front of the assessment. Please complete the information below. To select the type of community and region, place the cursor on the check ☐ box and double click. Select Check or Uncheck to enter correct answer and select OK.

Locality:					
Contact Person:					
Telephone:			E-Mail:		
Please check the one example that best describes the community:					
<input type="checkbox"/>	Incorporated City or Town with 25,000 or more inhabitants				
<input type="checkbox"/>	Unincorporated City of Town with less than 25,000 inhabitants				
<input type="checkbox"/>	Rural County				
<input type="checkbox"/>	Urban County				
FIPS:	Central Region <input type="checkbox"/>	Eastern Region <input type="checkbox"/>	Northern Region <input type="checkbox"/>	Piedmont Region <input type="checkbox"/>	Western Region <input type="checkbox"/>
Date Submitted: <small>(For LDSS staff use)</small>			Date Received: <small>(For VDSS staff use)</small>		

*The 2015 – 2019 PSSF funding formula/variables data and “estimated” allocations: This information is located at www.dss.virginia.gov/family/pssf.cgi. The variables data for each locality are located on the “PSSF Eight Variables” document. Scan across and down to view the data. The allocations amounts are listed on the “Estimated Allocations” document in the **blue** column. Allocations for future years are estimated as they may be increased or decreased based on the availability of funds in future years.*

Variables	Locality Total	Percent of Total
Population estimates ages 0-17 (VDH 2011)		
Poverty estimates ages 0-17 (Census Bureau, SAIPE 2011)		
Number of valid CPS complaints as reported by VDSS (Apr 2012 –Mar 2013)		
Number of unduplicated children served as reported by CSA (SFY 2012)		
Intake complaints for ages 0-17 as reported by VDJJ (SFY 2012)		
Number of foster care children with a goal of return home as reported by VDSS (July 1, 2013)		
Number of adult and children substance abuse consumers reported by VDBHDS (SFY 2012)		
Number of children receiving special education services as reported by VDOE (Dec 2012)		

The funding formula variables resulted in the following “estimated” allocation.

2015-2019 PSSF Annual Allocation:
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*The allocation amounts are listed on the “Estimated Allocations” sheet in the **blue** column.*

Form 2:**Title IV-B Child and Family Services Plan: Assurances****Locality:** _____**FIPS Code:** _____**Certification by CPMT Chair:**

I hereby certify that, to the best of the above named community's ability, the attached application has been developed in accordance with the principles, laws, and regulations set forth in Title IV-B, Subpart 2 (Public Law 105-89, Adoption and Safe Families Act; Public Law 107-133, Promoting Safe and Stable Families Amendments of 2001) and includes:

1. A primary awareness of and emphasis on the safety, permanency, and well-being of each child served;
2. Active participation by a broad representation of stakeholders (e.g., public agencies, private providers, advocacy organizations, the religious community, city and/or county government representatives, and parents/consumers);
3. Completion of a community-based needs assessment and development of a multi-year plan based on prioritized service and resource needs in the community;
4. A commitment to the development and implementation of services designed to prevent the unnecessary separation of children from their families that are family-focused and community-based; and,
5. Establishment of realistic and measurable outcomes to determine whether services and resources being provided are successfully accomplishing the goals and objectives of the community, the State, and the federal law.

CPMT Chair (printed/typed)_____
CPMT Chair (signature)_____
Date**Certification by LDSS Director:**

I hereby certify that my agency (MUST BE THE LOCAL DEPARTMENT OF SOCIAL SERVICES) will serve as the fiscal agent for the following communities (_____) in order to provide reimbursement to providers of services with Title IV-B, Subpart 2 funds. As the fiscal agent I will ensure that the requests for reimbursement of services provided will be posted correctly in LASER under the appropriate service types according to the program budget summary to allow for proper billing to the federal government. I understand that the funding is calculated using the following ratio: Federal and State share (84.5 percent) and a (15.5 percent) Local match. I understand that Federal funds for Title IV-B, Subpart 2 programs cannot be used to supplant Federal or non-Federal funds for existing services and activities.

LDSS Director (printed/typed)_____
LDSS Director (signature)_____
Date

**FORM 3: Virginia Department of Social Services
Promoting Safe and Stable Families (PSSF)
2015-2019 Community Needs Assessment**

OVERVIEW

Federal guidelines for PSSF require community stakeholders to be involved in the identification of community needs and resources, the gaps in these resources, and the establishment and implementation of plans to address the identified needs. The process encourages **your community** to identify and deliver the services that **your community** needs based upon **your own needs assessment**, and within the context of PSSF federal guidelines.

As part of the needs assessment process, each PSSF local program (e.g., city, county or combined jurisdiction) should complete the following inventory (survey). The information that each program provides should support the prioritized goals and services that it plans to deliver and support in the community. The survey data will be listed in the “Service Array” included in the Statewide Assessment required for the 2015 Child and Family Services Plan (CFSP) to be submitted to Health and Human Services in June 2014.

VDSS is also the Lead Agency for the federal Community-Based Child Abuse Prevention Program (CBCAP). VDSS provides CBCAP funds for local child abuse and neglect prevention projects through an RFP process. VDSS submits an annual report to the federal government each year. The CBCAP federal report must include an inventory of services and needs. For the purpose of this survey, the current PSSF Service Array has been expanded to include additional services for the CBCAP inventory. *These additional services for the CBCAP inventory are in italic.* The information provided in the PSSF "Inventory of Community Services, Needs and Gaps" will be included in Virginia’s CBCAP report. Including these services on the form at this time provides a more complete “snapshot” of your community’s continuum of services and needs.

NOTE: The accompanying **Glossary (Appendix II-B)** includes the CBCAP in *italic*. *These additional services are for the CBCAP inventory only.*

INSTRUCTIONS FOR FORM 3 (pages 21 – 26)

1. It is recommended that the inventory be discussed at a community stakeholders meeting. Please poll the attendees regarding the most appropriate response for evaluating the current service delivery process. Tabulate the responses and submit one survey based on stakeholder comments.
2. Use your mouse to fill in the check boxes when selecting the community type. Right click your mouse and select Properties. Select “checked” to complete this step. Follow these same steps to indicate the region.
3. Include the three digit FIPS code. Federal information processing standards codes (FIPS codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies (e.g., 109 Louisa). **If your locality is partnering with one or more other localities then one survey should be submitted.**

Below are examples of partnering localities:

003/540 Albemarle/Charlottesville
 041/570 Chesterfield/Colonial Heights
 081/Greensville/Emporia

5. Select (N) if service is not provided. Select (G) if the service is provided but is not available to meet the needs of all persons who need the service. Select (M) if the service is currently being provided. Please list the names of the service providers if you indicate that the service is "Met." However, list no more than three providers if the service is provided by several service providers. It is not necessary to prioritize the providers. One response should be provided for each service. If there is a need to provide more than one response, please attach a brief explanation.

6. As a clarification, the Community Needs Assessments consists of Forms 1, 2, 3, the Narrative and a Table of Contents. Forms 4, 5 & 6 are part of the application.

Form 1:	Community Needs Assessment Cover Sheet
Form 2:	Title IV-B Child and Family Services Plan: Assurances
Form 3:	Inventory of Community Services, Gaps & Needs
Form 4:	Community Plan Summary
Form 5:	Budget Summary
Form 6:	Detailed Budget

7. **All information is due March 7, 2014.**

Please retain a copy of the completed survey for the locality's records.
You may contact the following VDSS staff person should you required assistance in completing the survey:

Patrick Plourde
804.726.7577

Patrick.plourde@dss.virginia.gov

Form 3: Inventory of Community Services, Gaps & Needs					
Locality:					
Contact Person:					
Telephone:			E-Mail:		
Please check the one example that best describes the community:					
<input type="checkbox"/> Incorporated City or Town with 25,000 or more inhabitants <input type="checkbox"/> Unincorporated City or Town with less than 25,000 inhabitants <input type="checkbox"/> Rural County <input type="checkbox"/> Urban County					
FIPS Code:	Central <input type="checkbox"/> Region	Eastern <input type="checkbox"/> Region	Northern <input type="checkbox"/> Region	Piedmont <input type="checkbox"/> Region	Western <input type="checkbox"/> Region
Service Array	Assessment of Services			List Service Provider if 'M' is checked	
Service Definitions are located in Appendix II	N= Identified Need <i>(Members of the population need a service, but no one provides the service)</i>	G= Gap in Service <i>(Some members of the population needing a service are not eligible for the service)</i>	M= Service met by existing service providers	Who provides the service in your jurisdiction? (Please list no more than three providers for each response). Please do not use acronyms when completing this section without also spelling out the name of each provider the first time it is identified	
10 Adoption Promotion/Support Services					
<i>011 Adoption Services for birth or adoptive parents</i>					

Form 3 Continued: Inventory of Community Services, Gaps & Needs				
Locality:				
Service Array	Assessment of Services			List Service Provider if 'M' is checked
Service Definitions are located in Appendix II	N= Identified Need <i>(Members of the population need a service, but no one provides the service)</i>	G= Gap in Service <i>(Some members of the population needing a service are not eligible for the service)</i>	M= Service met by existing service providers	Who provides the service in your jurisdiction? (Please list no more than three providers for each response). Please do not use acronyms when completing this section without also spelling out the name of each provider the first time it is identified
020 Assessment				
030 Case Management				
040 Community Education and Information				
050 Counseling and Treatment-Individual				
051 Counseling: Therapy Groups				
060 Day Care Assistance				
061 Developmental/Child Enrichment Day Care				
070 Domestic Violence Prevention				
080 Early Intervention (Developmental Assessments and/or Interventions)				

Form 3 Continued - Locality:				
Service Array	Assessment of Services			List Service Provider if 'M' is checked
Service Definitions are located in Appendix II	N= Identified Need <i>(Members of the population need a service, but no one provides the service)</i>	G= Gap in Service <i>(Some members of the population needing a service are not eligible for the service)</i>	M= Service met by existing service providers	Who provides the service in your jurisdiction? (Please list no more than three providers for each response). Please do not use acronyms when completing this section without also spelling out the name of each provider the first time it is identified
090 Educational/School Related Services				
110 Financial Management Services				
<i>111 Self-sufficiency/Life Management Skills Training</i>				
<i>112 Job Readiness Services</i>				
<i>113 Educational Services</i>				
<i>114 English as a Second Language (ESL) Services</i>				
120 Health Related Services (excludes dental and client specific procedures)				
130 Housing or Other Material Assistance				
140 Information and Referral				

Form 3 Continued - Locality:				
Service Array	Assessment of Services			List Service Provider if 'M' is checked
Service Definitions are located in Appendix II	N= Identified Need (Members of the population need a service, but no one provides the service)	G= Gap in Service (Some members of the population needing a service are not eligible for the service)	M= Service met by existing service providers	Who provides the service in your jurisdiction? (Please list no more than three providers for each response). Please do not use acronyms when completing this section without also spelling out the name of each provider the first time it is identified
<i>141 Follow-Up Services</i>				
150 Intensive In-Home Services				
<i>151 Voluntary Home Visiting</i>				
160 Juvenile Delinquency/Violence Prevention Services				
170 Leadership and Social Skills Training				
<i>171 Parent Leadership</i>				
180 Mentoring				
<i>181 Peer Counseling</i>				
190 Nutrition Related Services				
200 Other (Identify)				

Form 3 Continued - Locality:				
Service Array	Assessment of Services			List Service Provider if 'M' is checked
Service Definitions are located in Appendix II	N= Identified Need <i>(Members of the population need a service, but no one provides the service)</i>	G= Gap in Service <i>(Some members of the population needing a service are not eligible for the service)</i>	M= Service met by existing service providers	Who provides the service in your jurisdiction? (Please list no more than three providers for each response). Please do not use acronyms when completing this section without also spelling out the name of each provider the first time it is identified
210 Parent-Family Resource Center				
211 Parenting Education				
212 Programs for Fathers (Fatherhood)				
213 Parenting Skills Training				
220 Respite Care				
230 Self Help Groups (Anger Control, SA, DV)				
<i>231 Mutual Support/Self-Help Groups</i>				
235 Substance Abuse Services				
240 Socialization and Recreation				
250 Teen Pregnancy Prevention				
260 Transportation				

Form 3 Continued - Locality:				
Service Array	Assessment of Services			List Service Provider if 'M' is checked
Service Definitions are located in Appendix II	N= Identified Need (Members of the population need a service, but no one provides the service)	G= Gap in Service (Some members of the population needing a service are not eligible for the service)	M= Service met by existing service providers	Who provides the service in your jurisdiction? (Please list no more than three providers for each response). Please do not use acronyms when completing this section without also spelling out the name of each provider the first time it is identified
<i>270 Outreach Services</i>				
<i>280 Unaccompanied Homeless Youth</i>				
<i>Families with Children with Disabilities</i>				
<i>Families with Parents with Disabilities</i>				
<i>Non-English Speaking Parents</i>				
<i>Homeless Families with Children</i>				
<i>Teenage Parents</i>				

The following questions provide each locality with the opportunity to discuss unique circumstances that may not have been included in your responses to the previous questions.

Describe the steps your local community is taking to expand and strengthen the range of *existing* services.

Describe the strengths of your community including efforts which demonstrate collaboration and cooperation to meet community needs. Examples would be neighborhood improvement programs, community coalitions, a system of care, etc.).

Describe areas needing improvement in your community.

Describe the additional child abuse and neglect services that are needed in your community?

Describe the strengths of your community including efforts which demonstrate collaboration and cooperation to meet community needs as related to child abuse and neglect prevention services.

Form 4:**PSSF Community Plan Summary**

This provides a means for each locality to highlight the key components of the five-year program plan. To be formatted in a table similar to the example on the next page. Identify the programs and specific services to be provided, goals for each specific service and outcomes for each specific service similar to the following example found on the next page.

Locality: _____

FIPS: _____

Service Area:	
Community Needs Assessment- Key factors that drive Program and Services: <i>(Include the date of the Needs Assessment)</i>	
Program(s) and Specific Services:	
Target Populations Served by Specific Services:	
Goal(s) for Each Specific Service:	
Outcome(s) for Each Specific Service:	
Other: Barriers or Challenges to Service Delivery in Previous Years:	

If the plan involves providing more than one service, please summarize all the services, goals and outcomes on one form. Identify each with a number or another identifiable character.

	CPMT Chair	DSS Director	Primary Contact Person (Person responsible for completing the reports)
Name:	_____	_____	_____
Address:	_____	_____	_____
Telephone:	_____	_____	_____
Fax:	_____	_____	_____
E-mail:	_____	_____	_____

Community Plan Summary Example:

Community Needs Assessment - Key factors that drive the program and services: <i>(Include the date of the Needs Assessment)</i>	The Community Needs Assessment conducted in 2011 for the City of Anywhere, VA indicated that the city has a higher poverty, higher school dropout rates, a larger number of children eligible for the free and reduced school lunch program and a higher juvenile delinquency intake rate compared to cities of similar size and population figures.
Program(s) and Specific Services:	The Anywhere, VA CPMT determined that PSSF funds should be used to support a proven successful school based case management program.
Target Population Served by Services:	The school based case management program will be designed for middle school age students.
Goal(s) for each specific service:	Youth served by the program will meet individually with the case manager for counseling at least once per week. Parents/guardians will meet with the case manager at least once per month.
Outcome(s) for each specific service:	85% of program participants will remain free of involvement with the criminal justice system while in the program and for six months following graduation from the program. 85% of program participants will be promoted to the next school grade level.
Other: Barriers or Challenges to Delivering this service in Previous Year:	Lack of transportation available for some students to attend after school programs and the lack of parental involvement requiring their attendance were challenges cited last year.

Form 5:**PSSF Budget Summary**

This form was updated on 1/16/14. The updates include added lines for local cash match, total PSSF budget, and signature lines.

SFY _____

Locality: _____

FIPS: _____

Budget Line 855 – Staff & Operations — (Complete, If Applicable)				
Staff & Operations Costs: <i>Includes Direct Personnel Costs provided by the LDSS and Indirect Operations Costs incurred by the LDSS, <u>previously called Administrative Costs</u>. These costs can only be claimed by the LDSS. Vendor personnel costs are claimed under Budget Line 866.</i>		Family Support & Preservation	Time-limited Reunification	NO ENTRIES ALLOWED
Direct Costs <i>(Staff and fringe benefits) (Lump sum of all program related personnel costs)</i>				
Indirect Costs - <i>Do not separate these cost by program type. (Lump sum of all costs as illustrated: Office Rent & Utilities (non-client services), Postage, Printing, Telephone & Fax, and Equipment & Supplies). Limited to 8%</i>				
Budget Line 866 – Vendor Purchased Services				
Vendors <i>(List each service provider)</i>	Family Support (86601)	Family Preservation (86602)	Time-limited Reunification (86605)	Adoption - (*) (86606)
Budget Line 866 – Direct Client Related Purchases				
Housing or Other Material Assistance				
Transportation				
Other (Explain)				
SOURCE OF FUNDING	AMOUNT REQUESTED			
Federal/State Share (84.5%)		<i>(*)Spend a minimum of 20% of PSSF funds on Support, 20% on Preservation and 20% on Time-limited Reunification. Because funds are allocated to Adoption programs at the home office level, localities are not required to spend 20% on adoption promotion and support.</i>		
Local Cash Match (15.5%)				
Total PSSF Budget				

CPMT Chair (printed/type)_____
CPMT Chair (signature)_____
Date_____
LDSS Director (printed/type)_____
LDSS Director (signature)_____
Date

Form 6:**PSSF Detailed Budget**

SFY _____

Locality: _____

FIPS: _____

Section I. Staff & Operations Costs (Budget Line 855) — (Complete, If Applicable)

Includes Direct Personnel Costs and Indirect Operations Costs incurred by the LDSS, previously called Administrative Costs. Indirect Costs include the following: *Office Rent & Utilities (non-client services), Postage, Printing, Telephone & Fax, and Equipment & Supplies.*

Please explain how many positions will be funded, total salary costs and the indirect costs claimed in the justifications section.

Staff & Operations Costs	Family Support & Preservation	Time-limited Reunification	Federal & State Share (84.5%)	Local Match (15.5%)
Direct Costs				
Justifications:				
Indirect Costs Limited to 8%				
Justifications:				

Section II. Purchased Services Costs (Budget Line 866)

(*)There is a federal requirement to spend a minimum of 20% of PSSF funds on Support, 20% on Preservation and 20% on Time-limited Reunification. Because funds are allocated to Adoption programs at the home office level, localities are not required to spend 20%.

The following table is designed so that additional rows can be added to allow localities to include all the vendors and/or contractors from whom services will be purchased. Please include information in the justifications section explaining the services being purchased, cost per service and the number of clients to be served.

Vendors (List Each Service Provider)	Support (86601)	Preservation (86602)	Reunification (86605)	Adoption (86605) (*)	Local Match (15.5%)
Justifications:					

Form 6 Continued**PSSF DETAILED BUDGET**

SFY _____

Locality: _____

FIPS: _____

Direct Client Related Purchases	Support (86601)	Preservation (86602)	Reunification (86605)	Adoption (86605) (*)	Local Match (15.5%)
Housing or Other Material Assistance					
Transportation					
Other (Explain)					
Justifications:					

Section III. Local Match (15.5%) Required in Cash

SOURCE OF MATCH FUNDING		
	LDSS	Other Local Source
Cash Amount		
Total Percent of Budget		
Total Match		

SOURCE OF FUNDING	AMOUNT REQUESTED	
	Federal/State Share (84.5%)	
	Local Match (15.5%)	
	TOTAL PSSF BUDGET	

CPMT Chair/Designee_____
(signature required)_____
Date_____
LDSS Director/Designee_____
(signature required)_____
Date

Form 7:**Page 1 of 2***FOR VDSS HOME OFFICE STAFF USE:***Funding Application Evaluation Criteria****Locality:** _____**FIPS Code(s):** _____**Reviewer:** _____**PSSF Application Checklist**

Application/Signature Sheets	Check Yes No	Comments
<i>CPMT Chair original signature</i>	<input type="checkbox"/> <input type="checkbox"/>	
<i>DSS Director original signature</i>	<input type="checkbox"/> <input type="checkbox"/>	
<i>Local Match of 15.5%</i>	<input type="checkbox"/> <input type="checkbox"/>	
<i>Administrative costs do not exceed 8%</i>	<input type="checkbox"/> <input type="checkbox"/>	
Forms Attached	<input type="checkbox"/> <input type="checkbox"/>	
<i>Community Needs Assessment Cover Sheet</i>	<input type="checkbox"/> <input type="checkbox"/>	
<i>Assurances Signed by CPMT Chair & DSS Director</i>	<input type="checkbox"/> <input type="checkbox"/>	
<i>Inventory of Community Services, Needs & Gaps</i>	<input type="checkbox"/> <input type="checkbox"/>	
<i>Community Plan Summary</i>	<input type="checkbox"/> <input type="checkbox"/>	
<i>Budget Summary</i>	<input type="checkbox"/> <input type="checkbox"/>	
<i>Detailed Budget</i>	<input type="checkbox"/> <input type="checkbox"/>	
Community Partners Contact Information	<input type="checkbox"/> <input type="checkbox"/>	
Allocation Amount		
Amount Requested		
Last SFY Reporting Forms on File (comments)	Yes <input type="checkbox"/> 1 st Quarter <input type="checkbox"/> 2 nd Quarter <input type="checkbox"/> 3 rd Quarter <input type="checkbox"/> 4 th Quarter & Year-End	No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

The following criteria are used to assess program quality and to determine home office approval.

Community Needs Assessment and Application Checklist

Needs Assessment	Yes	No
Does the request for funding include the date of the needs assessment?	<input type="checkbox"/>	<input type="checkbox"/>
Are the needs of the population served clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>
Are the needs of the community served clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>
Are community resources and service availability clearly described?	<input type="checkbox"/>	<input type="checkbox"/>
Are statistical references included?	<input type="checkbox"/>	<input type="checkbox"/>
Are gaps in services and resources clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>
Are gaps between availability and access clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>

Form 7 Continued:**Page 2 of 2****Program Design****Yes No**Does the request for funding identify unmet community needs and/or service gaps? ☐ ☐Are the program services consistent with the needs identified in the assessment? ☐ ☐Are the planned services clearly defined? ☐ ☐Do service provisions address the needs of the population? ☐ ☐Do service provisions address the needs of the community? ☐ ☐**Organizational Capacity**Are outcomes concrete and measurable? ☐ ☐Are outcomes consistent with the goals and objectives? ☐ ☐Are program strengths and weaknesses identified? ☐ ☐Based on the new needs assessment, service plan, and evaluation material, how feasible are the future plans? ☐ ☐**Budget**Does the budget support the needs assessment and service plan? ☐ ☐Is a minimum of 20% of the requested funding budgeted to family preservation service? ☐ ☐Is a minimum of 20% of the requested funding budgeted to family support service? ☐ ☐Is a minimum of 20% of the requested funding budgeted to time-limited reunification service? ☐ ☐Has a waiver been requested under any of the service types? ☐ ☐**Additional Comments:**

Strengths	Technical Assistance Needed

Appendix II

Reference Documents

A: Glossary

PSSF Program Definitions

Adoption Promotion and Support Services

Adoption promotion and support services are designed to encourage more adoptions of children out of the foster care system when adoptions are in the best interests of the children. They include pre- and post-adoption services designed to expedite the adoption process and support adoptive families.

Administrative Costs/Direct Services (BL 855)

This cost code applies to local department of social services personnel costs associated with service delivery or service supervision for Family Support, Family Preservation, Time-limited Reunification, or Adoption. Services not delivered by department of social services family Services workers, or goods and services purchased on behalf of a client are charged to Budget Line 866, Purchased Services (See Purchased Services). Staff costs for BL 855 are captured in Random Moment Sampling (RMS).

Administrative Costs/Indirect (BL 855 w/ 8% cap)

Costs of auxiliary functions necessary to sustain the direct effort involved in administering the state plan for Title IV-B, Subpart 2, or an activity providing service to the program. These services may be centralized in the grantee department or in some other agency, and may include but are not limited to the following: maintenance of space and property; data processing and computer services; accounting; budgeting; auditing; and operations.

(For Example: *office rent, utilities, office supplies, equipment, public relations, and personnel recruitment*). (Refer to the LASER manual when applying cost to space). Please contact your Regional Administrative Manager if additional information is required or desired.

The VDSS Division of Finance calls Administrative Costs “Staff & Operations Costs”

Benchmark:

A tangible measure, timeframe, guidepost, or milestone that can be used for assessing progress towards meeting the objectives or standards.

Budget Justification:

Accompanies a detail budget and describes how the line item costs are determined. Includes equations used to determine specific costs. It discusses the necessity, reasonableness and allocability of the proposed costs.

Child and Family Services Plan:

The document, developed through joint planning, which describes the publicly-funded state child and family services continuum; includes goals and objectives, for improved outcomes for safety, permanence, and the well-being of children and families, and for service delivery system reform; specifies the services and other implementation activities that will be undertaken to carry out the goals and objectives; and includes plans for program improvement and allocation of resources. The Child and Family Services Plan covers the Child Protective Services Program, Promoting Safe and Stable Families Program, the Foster Care Program, the Independence Living Program, the Adoption Program, and the Interstate Compact of the Placement of Children Program.

Community Policy and Management Team (CPMT):

A team established by the comprehensive services act for at-risk youth and families. The team is appointed by local governing bodies to manage the cooperative effort in each community to serve the needs of troubled and at-risk youth and their families and to maximize the use of state and community resources. This team develops local policies and procedures for provision of services to children and families.

Children:

Individuals from birth to the age of 17.

Community:

People living within a defined geographical area with a common interest in the welfare and safety of families and children, including but not limited to, representatives from neighborhoods, families, children, providers of services, government, schools, businesses, religious group and advocacy groups.

Community Assessment Process:

The process by which a community systematically collects information about its needs, resources, and the multiple systems serving children and families, and then prioritizes the needs and assigns resources to the extent they are available to meet those needs. A community assessment may also establish a system to track the effectiveness of services delivered to improve outcomes for children and families in order to meet ever-changing community needs.

Community-Based Services:

Service programs characterized by accessibility and responsiveness to individual, family, and community needs and which may be provided by public and/or private nonprofit agencies or organizations including community-based organizations.

Early Intervention:

Preventive efforts with individuals who have (1) higher than average risk for developing problems based on biological, psychological, or social/environmental factors, (2) minimal, but noticeable symptoms that foreshadow problems, or (3) biological predisposition to problems.

Family Assessment and Planning Team (FAPT):

The local team created through the Comprehensive Services Act to assess the strengths and needs of troubled youths and families who are referred to the team. The team identifies and determines the complement of services required to meet these unique needs.

Family:

Two or more individuals living together and cooperating for the common purpose of providing care, support, safety, and nurturance, and who define themselves as a family.

Family Preservation Services:

Refers to services for children and families designed to help families (including birth, foster, adoptive, and extended families) alleviate crises; maintain the safety of children in their own homes; support families who are preparing to reunify or adopt, and assist families to obtain support to address their multiple needs in a culturally sensitive manner. The definition also allows grantees to support infant safe haven programs.

Services include:

- Pre-placement preventive services, such as intensive family preservation programs, designed to help children at risk of foster care placement remain with their families, where possible.
- Respite care services to provide temporary relief for parents, grandparents and other caregivers (including foster parents).
- Other Services Designed to:
 - help children, where appropriate, return to families from which they have been removed; to support kinship care (relative) placements' or if adoption or legal transfer of custody to a relative is determined not to be appropriate for a child, in some other planned, permanent living arrangement.
 - provide follow-up care to families to whom a child has been returned after a foster care placement, **and when the 15 month period for time-limited reunification** does not apply or has been exhausted.
 - improve parenting skills (by reinforcing parental confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health and nutrition.
 - help families **alleviate crises** that might lead to out-of-home placements of children because of abuse, neglect, or parental inability to care for their children. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs.

Family Support Services:

- Family support services are primarily community-based preventive activities designed to promote the safety and well-being of children and families; promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children; enable families to use other resources and opportunities available in the community; create supportive networks to enhance child-rearing abilities of parents and help compensate for the increased social isolation and vulnerability of

families; and strengthen parental relationships and promote healthy marriages. The P.L. 112-34 amended the definition to include mentoring programs.

Services often provided at the local level by community-based organizations. **They are voluntary, preventive activities** to help families nurture their children. These services are designed to alleviate stress and help parents care for their children's well-being **before a crisis occurs**. They connect families with available community resources and supportive networks which assist parents with child rearing. They encourage strengthening parental relationships and promoting healthy marriages. Family support activities include respite care for parents and caregivers, early developmental screening of children to identify their needs, mentoring, tutoring, health education for youth, and informal interactions in drop-in centers.

Fiscal Agent:

The entity responsible for all financial matters regarding the use of Promoting Safe and Stable Families funding in the locality receiving the services. This is the director for the locality's designated local department of social services. The fiscal agent is also responsible for ensuring that the requests for reimbursement of services provided will be posted correctly in LASER under the appropriate service types according to the program budget summary to allow for proper federal government billing.

Goal:

A long-term outcome that reflects the expected success resulting from the provision of interventions, programs and/or services to specified target populations.

Indicator:

A feature that points to the probability of the outcome occurring. Some outcomes are difficult to observe or measure, especially those that cut across several disciplines or different agencies. Therefore, there is a need to rely on several different indicators that suggest the achievement of the goal. Quite often, outcomes cannot be observed directly and must be measured with indirect indicators. For example, a decreased rate of domestic violence is one indirect indicator of marital stability.

Kinship Care:

Occurs when a minor child lives with a relative. This relative may or may not have custody of the child but has assumed care of the child.

LASER:

Locality Automated System Expenditure Reimbursement. The Division of Finance within the Virginia Department of Social Services (VDSS) uses an automated system called LASER for processing local agency reimbursements. Local agency personnel enter expenditure and case data into LASER for the purpose of obtaining reimbursement from VDSS. These expenditures are entered by an account number that identifies the type of expense.

Locality:

The geographic area that the CPMT has identified to serve. This may include a city, a town, county or any combination thereof. The locality's CPMT chairperson is responsible for submitting the Application for Funding, Community Needs Assessment and program reporting documents by the due dates.

Match:

The amount of local funds required in order to participate in the Promoting Safe and Stable Families Program. The amount of the local match required is 15.5 percent of the amount of the total allocation.

Measure:

A reference standard by which items, events, services, or people are compared to an ideal. For example, a measure is the number of times a founded disposition of abuse/neglect is determined for a family, or the number of foster care placements a child experiences. These are compared to an ideal established by law, by the service provider, or by the community purchasing, paying for, or providing the services.

Outcome:

The result towards which intervention, programs, or services are directed. It is a natural result, a planned or unplanned consequence of events or services being delivered. Because family-centered, integrated programs are targeted at different levels, outcomes must be measured at the child, family system, and community levels. (e.g., an outcome of successful prevention service delivery is that no children (or a limited, but specific percentage of the children served) enter foster care. The outcome is what should actually be achieved as a direct result of services being delivered.

Purchased Services (Budget Line 866):

All direct program costs and services purchased from vendors, including their personnel and operating costs should be appropriately charged to 86601 (Family Support), 86602 (Family Preservation), 86605 (Time-limited Reunification), or 86606 (Adoption).

Local department of social services personnel costs associated with service delivery or service supervision cannot be charged to Budget Line 866. See Administrative Cost Budget Line 854.

Prevention:

Efforts that (1) promote health and competence in people and (2) create, promote, and strengthen environments that nurture people in their development, so that they reach their potential, contribute positively to society and realize well-being, and achieve or maintain their independence.

Program Costs:

Expenses incurred in connection with developing, implementing and the delivery of services. Costs are either direct or indirect. Direct costs are more client service related and include counseling, mentoring, financial assistance, etc. Indirect costs are more administrative and include, planning, management, accounting, budgeting, auditing, personnel supervision, etc. Personnel involved in service delivery are considered direct program costs.

Standard:

The ideal outcome that an effective program, plan, or policy is expected to produce. There may be more than one standard.

Time-Limited Family Reunification Services:

Time-limited reunification services are “services and activities that are provided to a child who is removed from home and placed in a foster family home or a residential facility, and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion.” In addition, P.L. 112-34 authorized grantees to use funds for peer-to-peer mentoring and support groups for parents and primary caregivers, and for services and activities to facilitate access to and visitation of children in foster care by parents and siblings.

ACF parameters for reunification services are:

- Time-limited reunification services are only available to children during their first 15 months in care. This means that for those children who have been in care longer than 15 months, time-limited reunification services under Title IV-B, Subpart 2 funds are no longer available. Services beyond the actual return (post-reunification and follow-up services) must be charged to family preservation services.
- Once the child is reunified, the 15-month time limit ends. Regulations do allow use of family preservation funds for post-reunification services and follow-up.

For children in care longer than 15 months, there are still Social Services Block Grant (SSBG) funds available for reunification.

Examples of the services and activities include the following:

- Individual, group, and family counseling
- Inpatient, residential, or outpatient substance abuse treatment services
- Mental health services
- Assistance to address domestic violence
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries
- Transportation to or from any of the services and activities described

Trend:

The general movement over a course of time of a statistically detectable change.

Waiver:

Localities may request from the home office a waiver to budget less than the 20% PSSF funds for time-limited reunification services, or no amount on time-limited reunification based on an analysis of the locality's foster care population. To request a waiver, submit a letter on agency letterhead with the locality application (including renewal applications). Include in the letter the foster care data and an analysis of the data. Review the following requirements and suggested language in presenting the information and to request a waiver:

Agency Foster Care Data

____ Number of children in Foster Care	____ Number of children in Foster Care 12 months or less
____ Number of children who entered Foster Care during past two calendar years	
____ Children Year One	____ Children Year Two

After analyzing this foster care data, select one of the statements listed below to insert in the following sentence and include the sentence in the waiver request:

“Based on an analysis of the current foster care trend data for the two previous years, our agency requests a waiver approval ____.” *(Select one of the following options to complete the sentence).*

Suggested choices (just examples, not a dictate):

- To use more than the 20% recommended for Time Limited Reunification Services.
We request a waiver to use ____ %.
- To use less than the 20% recommended for Time Limited Reunification Services.
We request a waiver to use ____ %.

Appendix II

**B: Virginia Department of Social Services
Promoting Safe & Stable Families
Service Array Definitions**

Service Code	Service Array
010	Adoption Promotion/Support Services
<i>011</i>	<i>Adoption Services</i>
020	Assessment
030	Case Management
040	Community Education and Information
050	Counseling and treatment: Individual
051	Counseling: Therapy Groups
060	Day Care Assistance
061	Developmental/Child Enrichment Day Care
070	Domestic Violence Prevention
080	Early Intervention (Developmental Assessments and/or Interventions)
090	Educational/ School Related Services
110	Financial Management Services
<i>111</i>	<i>Self Sufficiency and Life Management Skills</i>
<i>112</i>	<i>Job Readiness Services</i>
<i>113</i>	<i>Educational Services</i>
<i>114</i>	<i>English as a Second Language (ESL) Services</i>
120	Health Related Education & Awareness
130	Housing or Other Material Assistance
140	Information and Referral
<i>141</i>	<i>Follow-Up Services</i>
150	Intensive In-Home Services
<i>151</i>	<i>Voluntary Home Visiting</i>
160	Juvenile Delinquency/Violence Prevention Services
170	Leadership and Social Skills Training
<i>171</i>	<i>Parent Leadership</i>
180	Mentoring
<i>181</i>	<i>Peer Counseling</i>
190	Nutrition Related Services
200	Other (identify)
210	Parent-Family Resource Center
211	Parenting Education

Service Code	Service Array
212	Programs for Fathers (Fatherhood)
213	Parenting Skills Training
220	Respite Care
230	Self Help Groups (Anger Control, SA, DV)
231	<i>Mutual Support/Self-Help Groups</i>
235	Substance Abuse Services
240	Socialization and Recreation
250	Teen Pregnancy Prevention
260	Transportation
270	<i>Outreach Services</i>
280	<i>Unaccompanied Homeless Youth</i>

NOTE: The approved PSSF Service Array has not changed. However, for the purpose of the 2015-2019 Community Needs Assessment, definitions are provided and include CBCAP services. *The CBCAP services are in italic.*

Service Code Service Array Definitions

- 010 Adoption Promotion/Support - Services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children. Activities include pre- and post-adoptive services and activities designed to expedite the adoption process and support adoptive families. **Note:** VDSS uses 20 percent of the federal and state PSSF funds for contracts with private and public agencies to provide services for families who adopt children in foster care. Additionally, there are post- adoption support services to families through United Methodist Family Services.
- 011 Adoption Services - *Referrals to and counseling for individuals interested in adopting a child or relinquishing their child for adoption. This definition is different from the PSSF definition because it includes services to the birth parent and the emphasis under PSSF is that the child is in foster care.*
- 020 Assessment - Assessment occurs throughout the life of the agency's involvement with the family. The assessment may include child and family circumstances, history, strengths and needs of the child and family, the seriousness of the threat, and the services and supports the family currently is using or has available (e.g., nuclear family, extended family, school, work, place of worship, neighborhood, etc.).
- 030 Case Management - Occurs when a worker takes responsibility for assuring that the needs of the family as a whole are assessed, that services plans are created with the family and reflect their priorities and goals, and that the efforts of all service providers involved with the family are coordinated and consistent with the service plan.

- 040 Community Education and Information - Community-based prevention strategies that increase public awareness about issues such as family violence and the availability of services in the community for victims of family violence. Topics may include Anger Management, Mentoring of Youth, Parenting Skills and Crisis Intervention.
- 050 Counseling and Treatment: Individual - Provided to individuals or a family unit by qualified human service professionals in either individual or group sessions. The counseling focuses on the individual's perception of self, family, and significant others. Providers of this service shall be licensed unless exempt under Section 54-9444 of the Code. This includes the purchase of psychological, psychiatric, and therapeutic services not covered under Title XIX (Social Security Act). Such services include evaluation and diagnosis of problems, development of treatment goals and strategies and counseling. Services are available through purchase from facilities such as State operated mental health clinics, locally operated public mental health clinics and centers under the auspices of Community Mental Health and Mental Retardation Services Boards, private mental health professionals licensed to provide services, private mental health clinics and public and private residential treatment facilities.
- 051 Counseling: Therapy Groups - This includes the purchase of guidance, consultation, and problem solving in a helping professional relationship. It is related to family and personal adjustment problems, values clarification, personal effectiveness, and other areas of counseling exclusive of counseling related to other discrete services. Therapeutic interaction between mental health professionals, family Services workers, case managers and family members; or groups of families, birth parents or youth experiencing similar problems that may be solved with similar treatment plans.
- 060 Day Care Assistance - This includes the purchase of day care from approved providers. Day care may be provided to children whose parent/parent substitute is employed, in training for employment, temporarily ill or absent from the home. It may also provide protection for the child or opportunities for the child with special needs such as physical, mental or emotional problems. A regularly operating service arrangement for children where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of 13 for less than a 24-hour period. The service may be provided in the parent's home, the provider's home or a public facility. **Note:** Providers of direct care must be licensed by the State or approved by local social service agencies as meeting standards established by the State Board of Social Services.
- 061 Developmental/Child Enrichment Day Care - Treatment designed to improve the ability of a child to function as normally as possible in home, school and community setting when impaired by the effects of a mental, physical or emotional disorders. Services must be based on medical necessity.
- 070 Domestic Violence Prevention - Services designed to decrease the probability that one parent will not exert physical or emotional damage to another parent and/or their children. VDSS operates an Office of Family Violence (OFV) that provides funding

to some localities that provide for the safety of battered adults and their children through the provision of emergency housing and transportation, crisis intervention, peer counseling, support, advocacy and information and referral. Funding also supports public awareness initiatives. **Note:** PSSF funds should not be used to fund services that are available through community-based programs receiving OFV funding. Examples of services allowable under PSSF may include couples and family counseling.

- 080 Early Intervention (Developmental Assessments and/or Interventions) - Services needed to treat or improve a condition identified in a child during Early Periodic Screening, Diagnosis and Treatment (EPSDT) mental health services. This includes linking children to a medical “home” (i.e., primary care physician), immunizations, FAMIS enrollment, and Ages and Stages appropriate programs.
- 090 Educational/ School Related Services - Training and developmental programs designed for children or adults offered in a community-based facility or resource center. Services may include after-school and recreational programs with an educational component, health and nutrition education and mentoring/tutoring services.
- 110 Financial Management Services - Information offering help with household budgeting, money management and credit issues.
- 111 *Self Sufficiency and Life Management Skills Training - Organizations, agencies, and programs within the locality that offer training on budgeting, housekeeping, computer literacy, or any other area that assists the client in becoming more self-sufficient.*
- 112 *Job Readiness Services - Services and referrals provided by community organizations for parents related to job readiness such as assessment, job search skills, career leadership training, and job training.*
- 113 *Educational Services - Services and referrals provided by community organizations for parents related to educational needs such as scholastic tutoring, literacy training, and general educational degree services.*
- 114 *English as a Second Language (ESL) Services - Services and referrals provided by community organizations in order to link non-English speaking parents to ESL services, when needed.*
- 120 Health Related Education & Awareness - A service activity may include information or demonstrations about proper medical care. For example, in a school assembly or community forum, there could be a presentation on good nutrition, healthy lifestyles, proper dental care, or hygiene. **Note:** PSSF funds cannot be used to cover any medical or dental procedures or treatment costs for children, parents or guardians. Health and hospital related social services are not purchasable.

- 130 Housing or Other Material Assistance - Temporary direct financial assistance provided to families when unemployment, lack of budget management, or low income creates stress or the inability to meet household expenses. Examples of assistance include food, clothing, rent, gasoline, security deposits, and utility payments. Typically telephone bills and cable television service are unallowable expenditures.
- 140 Information and Referral - Occurs when a worker provides family members with information on the range of useful community resources and helps the family access necessary services. The family makes its own decisions about which services it will use and participates in meetings with service providers. Appropriate sources of referral are local department of social services, mental health/substance abuse programs, the juvenile justice system, legal services providers, faith-based organizations and other community agencies.
- 141 *Follow-Up Services - Ongoing supportive contact with families to monitor suggested follow-up and referrals.*
- 150 Intensive In-Home Services - Services must be offered in the family's residence with the parent(s), guardian(s) and children present. Service intervention is necessary to prevent out-of-home placement and to prepare the family for the child's return when reunification with the birth parents is a permanency goal.
- 151 *Voluntary Home Visiting - Programs that offer home visiting services to families within the community in order to focus on improving parenting skills and increasing parent knowledge of child development in order to reduce the risk of child maltreatment. Participation is voluntary rather than as a result of a court order. Healthy Families, CHIP and Resource Mothers are examples.*
- 160 Juvenile Delinquency/Violence Prevention Service - To provide effective prevention and treatment services to families where aggression or violence is a problem. Separate counseling groups for men, women, and children may be offered. Groups should be led by experienced, professional counselors. Juvenile delinquency may refer to either violent or non-violent crime committed by persons who are (usually) under the age of eighteen and are still considered to be a minor. **Note:** The child is not in a correctional facility.
- 170 Leadership and Social Skills Training - Activities that promote positive behavior and discourage negative behavior among youth. Services that will help with developing positive self images, dealing with peer pressure, effective decision making that lead to productive adult members of society. Examples include improving school attendance and academic achievement; work experience and vocational preparation; and prevention of teen pregnancy, substance abuse and juvenile delinquency.
- 171 *Parent Leadership - Parent participation in the development, planning, implementation, and/or evaluation of programs. This may include advising and*

serving on Parent Advisory Boards, Parent Councils, or the opportunity for parents to represent program participants on the organization's Board of Directors.

- 180 Mentoring - A structured, managed program in which children are appropriately matched with screened and trained adult volunteers for one-on-one relationships, involving meetings and activities on a regular basis, intended to meet, in part, the child's need for involvement with a caring and supportive adult who provides a positive role model.
- 181 Peer Counseling - *Peer counselors may also be called adult mentors or peer mentors. They are individuals who provide ongoing support to the parents and/or family in an effort to reduce the risk of child abuse and neglect.*
- 190 Nutrition Related Services - Occurs when a professionally trained person provides information and follow-up to families about foods and proper eating and dietary practices that the body needs to function properly. The service may be offered through brochures and seminars approved by (e.g., Virginia Cooperative Extension Services and the Food and Drug Administration).
- 200 Other (identify) - Additional services that will ensure the safety and well-being of children at risk of abuse and neglect that will prevent foster care placement or that will enhance reunification efforts as determined by the CPMT or FAPT. These services must fall outside of the normal scope of services identified in the current service array. **Note:** This category should be used sparingly and a description of the circumstances leading to its usage should be explained in the reports.
- 210 Parent-Family Resource Center - A community based drop-in facility that is committed to preventing and treating child abuse and neglect by strengthening families through family-centered therapeutic, educational and support services. Services should be structured and offered by trained community resource persons having experience in working with families in crisis. Services should include more than maintaining a display of brochures and newsletters containing topics that may be of interest to parents.
- 211 Parenting Education - Services offered in-home or out-of-home, providing information and support to families to help parents with issues of child safety, parenting skills, budgeting, nutrition and school and community interaction.
- 212 Programs for Fathers (Fatherhood) - Services designed to increase the proportion of children growing up with involved, responsible, and committed fathers. For example, this may include a curriculum where a facilitator conducts individual classes or workshops for fathers, or structured group or one-on-one socialization and recreational activities that involve fathers with their sons or daughters.
- 213 Parenting Skills Training - Services providing structured instruction and support as parents implement newly learned skills. This involves a wide range of parenting activities and functions such as nurturing, age appropriate expectations, adequate

supervision, acceptable discipline, behavior management, communication, and anger control.

220 Respite Care - These services are to be provided on an emergency or planned basis and designed to be short-term relief to families caring for children by providing substitute care for the child. The primary objective is to reduce the potential for incidents of abuse and neglect.

Note: Historically, VDSS funds respite care services under a separate funding stream through direct allocation to local departments who utilized funds during the previous year. Agencies not receiving an allocation may access funding from a respite pool reserve. ***Localities are expected to access and exhaust their Respite Care Program funds allocated under this separate funding source for children in foster care before utilizing their PSSF funds.***

230 Self Help Groups - Weekly or monthly support oriented activities, discussions or meetings designed to teach family members how to cope with issues that affect family stability and safety such as Divorce, Grief & Loss, and Substance Abuse.

231 Mutual Support/Self-Help Groups - Parent support groups that meet in order to provide an opportunity for parents to form supportive networks (e.g., the Circle of Parents program and the FASTWORKS program models).

235 Substance Abuse Services - This includes the purchase of counseling, medical/remedial services, pharmacological intervention, social, education, and rehabilitative services for drug-addicted individuals. Also includes structured time-limited goal-oriented treatment in a clinical setting (inpatient/outpatient) to assist a child and/or parent or guardian in reaching and maintaining drug and alcohol free lifestyles. Services must be based on medical necessity on a case-by-case basis. **Note:** The facility providing the treatment must comply with standards established by the Department of Mental Health and Mental Retardation.

240 Socialization and Recreation - Activities designed for youth that provide opportunities to participate in constructive age appropriate group experiences under adult supervision. This includes the purchase of activities which provide opportunities for constructive social experiences and leisure time opportunities. This service is directed at improving individual functioning in personal and social communication, offering opportunities for self-expression, and minimizing isolation and monotony.

250 Teen Pregnancy Prevention - Efforts to prevent out-of-wedlock teen pregnancies and to encourage adolescents to remain sexually abstinent Services and information that promote values, behavior, and policies that reduce both teen pregnancy and unplanned pregnancy. **Note:** PSSF funds cannot be used to purchase birth control pills or terminate pregnancies.

- 260 Transportation - This includes assistance that will enable a parent or custodian or a child attend counseling, parenting classes, court, local department of social service appointments, visitations with a child, visitations with an incarcerated parent, medical appointment, or other pre-approved appointments (e.g., gas cards, bus tokens and minor vehicle repairs) as determined by the CPMT or FAPT. Travel to and from medical care payable under Title XX (Social Security Act) is not allowed under this service.
- 270 Outreach Services - *Activities that are done in an effort to systematically engage parents in seeking services that may reduce risk factors associated with child abuse and neglect.*
- 280 Unaccompanied Homeless Youth
A youth who meets the definitions of unaccompanied youth and homeless included in the McKinney-Vento Homeless Assistance Act (42 USC §§11431-11435, 2001). Unaccompanied youth is “a youth not in the physical custody of a parent or guardian” (42 USC §11434a(6), 2001). This means that the youth is not living with a parent or guardian, and includes youth who are residing with a caregiver who does not have legal guardianship and youth who are living on their own. Homeless children or youth are, “individuals who lack a fixed, regular, and adequate nighttime residence.” The Act provides a list of examples of living arrangements that meet this definition (42 USC §11434a(2), 2001).

Program Eligibility

Family Preservation Services: Families who may receive FPS are those with children ages birth through 17 years who are at imminent risk of out of home placement into the social services, mental health, developmental disabilities, substance abuse, or juvenile justice systems. The populations of children for whom these services shall be made available include those alleged or found to be abused, neglected, or dependent; emotionally or behaviorally disturbed; undisciplined or delinquent; and/or have medical needs, that with assistance, could be managed in the home.

Time Limited Family Reunification Services: Families who may receive TLFRS are those who have one or more children (ages birth through 17 years) that have been removed from the child’s home and placed in a foster family home or a child care institution. Services are provided to the family in order to facilitate the reunification of the child safely and appropriately within a timely fashion, but only during the 15 month period that begins on the date that the child is considered to have entered foster care.

Adoption Promotion and Support Services: Families who adopt or express interest in adopting children out of the foster care system. Families who adopt and the adoption are at risk of disruption.

Family Support Services: There are no eligibility requirements to receive FSS.

CPS Support Services Definitions

Support Services for Families with children and/or parents with disabilities - *Services provided by community organizations for families with children or parents with disabilities or referrals to link them to additional support services. Federal law defines disability as a physical or mental*

impairment that substantially limits or restricts the condition, manner, or duration under which an average person in the population can perform a major life activity such as walking, seeing, hearing, speaking, breathing, learning, working, or taking care of oneself. (An impairment or diagnosis in and of itself does not necessarily constitute a disability; it must substantially limit these activities.)

Support Services for Non-English speaking parents - Services provided by community organizations for non- English speaking parents or referrals in order to link them to support services, when needed. Services might include but are not limited to parenting support groups or parent education classes offered in their native language, ESL classes, and/or interpreter services.

Support Services for Homeless families with children - Services provided by community organizations for homeless families with children or referrals in order to link them to support services. The federal definition of homeless person, child or youth includes, but is not limited to, any of the following: (1) An individual who lacks a fixed, regular, and adequate nighttime place of abode or

(2) An individual who has a primary nighttime place of abode that is:

- *a supervised publicly or privately operated shelter designed to provide temporary living; accommodations (including welfare hotels, congregate shelters, and transitional housing)*
- *an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.*

Support Services for Teenage Parents - Services provided by community organizations for teenage parents (young parents up to age 20) or referrals in order to link them to support services. Support services might include but are not limited to educational services, job readiness services, or parenting skills training.

Appendix II

C: Performance Measurement Worksheet

- **Output Example**
- **Intermediate Outcome Example**
- **End Outcome Example**

Performance Measurement Worksheet (Output Example)

Output--specify a count of the amount of program service activities eligible children and their parents/legal custodians, as appropriate will complete; but do not provide information on benefits or other changes in the lives of children and/or their parents or legal custodians.

Intermediate-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians, but is still short of a significant, lasting benefit to them.

End-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians that is significant and lasting.

Creating Performance Measures	Example: output
1. Identify the result the program staff expects to achieve and label as output, intermediate outcome or end outcome.	OUTPUT: Parents of children at risk of entering the foster care system due to neglect or abuse will complete a parent skills training program.
2. Describe how the program staff will achieve this result.	Services will be purchased from the ABC Family Preservation agency for a parent skills program consisting of sixteen classes. The class activities will be designed to provide parents with instruction and support to improve their skills in child safety, nurturing, age appropriate expectations, behavior management, communication, and anger control.
3. What data and instruments will be used to measure the results?	Documentation: Attendance rosters and instructor certification.
4. What targets are expected to be met during the program year?	At least sixty percent of the parents of the children deemed at-risk will complete a minimum of 14 of the 16 parent skills classes.
5. Restate the complete performance measure by combining steps 1 and 4 above. This is the performance measure .	OUTPUT: Parents of children <u>at risk of entering foster care</u> due to neglect or abuse will complete parent skills classes. Sixty percent of parents will complete a minimum of 14 of the 16 parent skills classes.
6. Please report <u>in the accompanying column</u> any data for this performance measure from prior years , if available.	No data are available from previous years.

Performance Measurement Worksheet

(Intermediate Outcome Example)

Output-- specify a count of the amount of program service activities eligible children and their parents/legal custodians, as appropriate will complete; but do not provide information on benefits or other changes in the lives of children and/or their parents or legal custodians.

Intermediate-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians, but is still short of a significant, lasting benefit to them.

End-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians that is significant and lasting.

Creating Performance Measures	Example: outcome
1. Identify the results the program staff is expected to achieve and label as output, intermediate outcome or end outcome.	INTERMEDIATE-OUTCOME: Completion of parent skills training will lead to involvement in the child's school academic and extracurricular activities.
2. Describe how the program staff will achieve this result.	The ABC Family Preservation agency will provide a parent skills program consisting of sixteen classes. The class activities will be designed to provide parents with practice skills based on best practice models to improve parent/child communications and supports.
3. What data and instruments will be used to measure the results?	Documentation: Pre and post test, and follow-up interviews six weeks after class completion.
4. What targets are expected to be met during the program year?	Sixty percent of parents enrolled in the parenting skills program will attend a minimum of 14 of the 16 sessions and participate in group discussions. A minimum of forty percent will complete all the sessions.
5. Restate the complete performance measure by combining steps 1 and 4 above. This is the performance measure .	INTERMEDIATE-OUTCOME: Completion of parent skills training will lead to at least sixty percent of parents will completing the classes and volunteering to discuss their involvement in parent/child school meetings and/or extracurricular programs (e.g., Boy and Girl Scouts).
6. Please report <u>in the accompanying column</u> any data for this performance measure from prior years , if available.	No data available from prior years on this performance measure.

Performance Measurement Worksheet

(End Outcome Example)

Output--specify a count of the amount of program service activities eligible children and their parents/legal custodians, as appropriate will complete; but do not provide information on benefits or other changes in the lives of children and/or their parents or legal custodians.

Intermediate-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians, but is still short of a significant, lasting benefit to them.

End-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians that is significant and lasting.

Creating Performance Measures	Example: outcome
1. Identify the results the program staff is expected to achieve and label as output, intermediate outcome or end outcome.	END OUTCOME: Completion of parent skills training leads to a parent's weekly involvement in the child's school academic and extracurricular activities.
2. Describe how the program staff will achieve this result.	The ABS Family Preservation agency will provide a parent skills program consisting of sixteen classes. The class activities will be designed to provide parents with practice skills based on best practice models to improve parent/child communications and supports.
3. What data and instruments will be used to measure the results?	Documentation: Pre and post test, and follow-up interviews six weeks after class completion. The self reporting of activities that the parents have attended on behalf of the child.
4. What targets are expected to be met during the program year?	All the parents will complete a pre and post test and the follow-up interviews after completing the parenting skills program.
5. Restate the complete performance measure by combining steps 1 and 3 above. This is the performance measure .	Performance Measure: Completion of parent skills training will lead to sixty percent of parents completing the pre and post tests, a minimum of 14 classes, follow-up interviews and actively participate in one school academic and/or extracurricular activities.
6. Please report <u>in the accompanying column</u> any data for this performance measure from prior years , if available.	No data are available for previous years.